

# Street Seat & Parklet Program Guide



# Introduction

## Why Have a Street Seat or Parklet?

Parklets and Street Seats are both created from a platform at sidewalk level that extends the pedestrian zone into the parking lane. Typically they cover one or two parking spaces and provide a space for people to sit, eat, gather, and socialize. The only difference between a Parklet and a Street Seat is when they can be used by the public; Parklets are always open to the public, but Street Seats are used as additional seating for the sponsoring business during business hours and open to the public at all other hours.

Parklets and Street Seats offer many benefits to the neighborhoods where they are located. They support community engagement and enjoyment of public space, encourage walkability and active use of the street, and provide opportunities for local businesses to expand their space and aesthetic. Parklets and Street Seats can even increase business sales, with businesses from Burlington's 2019 Pilot Program reporting a 2-3% sales increase and hiring additional staff to serve the increased traffic.

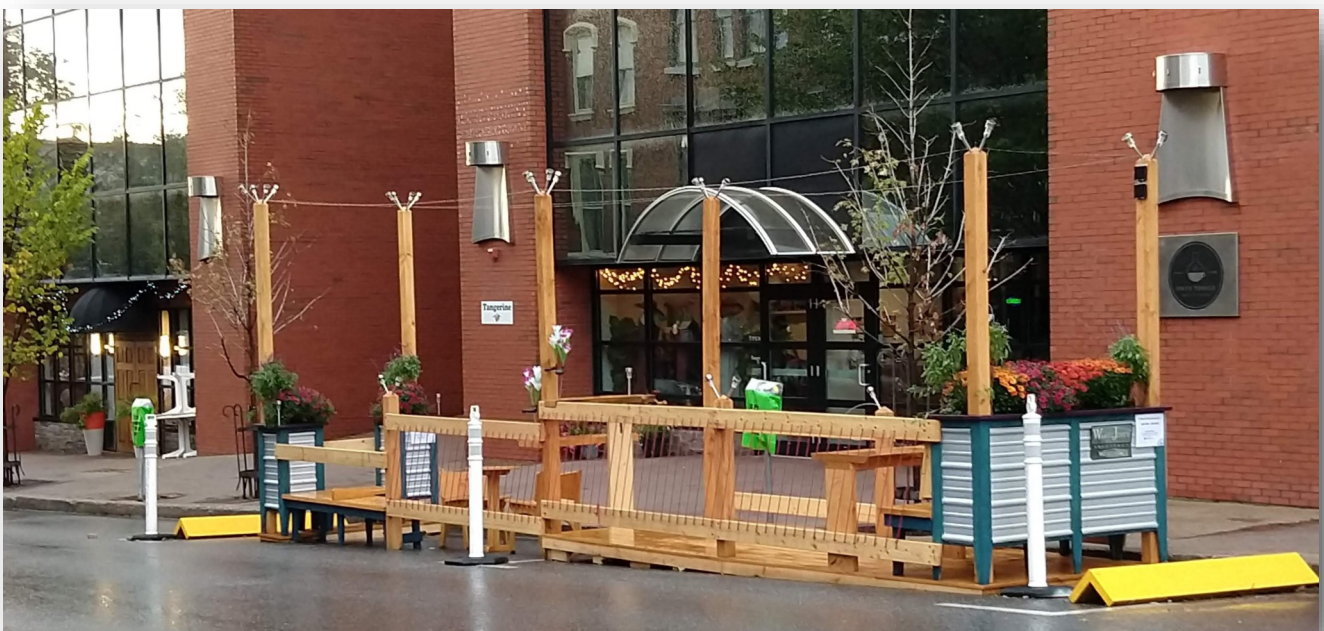
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## What is the Street Seat & Parklet Program?

In 2018, the Burlington Business Association (BBA) and AARP Vermont launched a Parklet demonstration for one week in September (see reference image below). In 2019, the City of Burlington expanded this work by launching a Street Seat Pilot Program spearheaded by the Department of Public Works (DPW) and the Community and Economic Development Office (CEDO). Taking what was learned from the Pilot, the City is introducing a full-fledged Street Seat and Parklet Program to activate streets and provide public seating throughout Burlington.

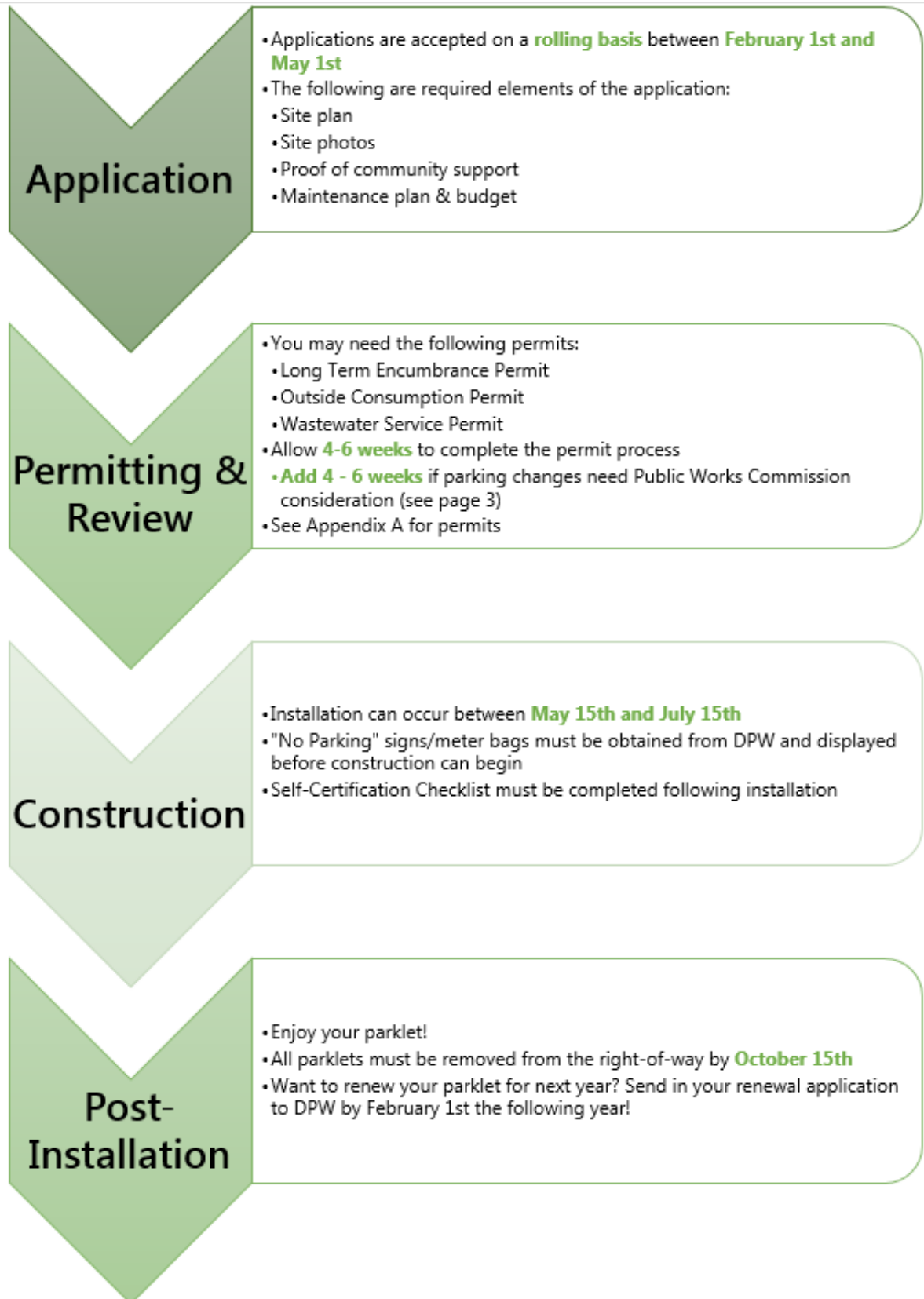
Using design and safety standards from [Great Streets BTV](#), this guide will cover everything you need to know about the Street Seat and Parklet Program and how to get involved. We are excited that you are considering hosting a Parklet or Street Seat, and we look forward to working with you. If you have additional questions that aren't answered in this program guide, please contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370 or visit <https://www.burlingtonvt.gov/DPW/StreetSeats>.





# The Permit Process Snapshot

Are you thinking about hosting a Parklet or Street Seat? Review this guide to make sure your idea aligns with the program's requirements and standards.



# Selecting Your Site

Before submitting your Parklet or Street Seat application, you must identify an appropriate location. Carefully consider the following [Great Streets BTV](#) requirements before selecting your site and submitting your application.

## Context

Parklets and Street Seats are often located along active streets with retail, restaurants, civic and other mixed land uses with regular foot traffic.

## Design Speed & Traffic Volumes

Parklets and Street Seats should be located on streets with low speeds, lower traffic volumes, and mostly passenger vehicle utilization. Streets with higher speed, higher volume, and larger vehicle classes may not be as appealing for patrons and may require more consideration for public safety.

## Parking Spaces

Parklets and Street Seats must be located where parallel or angled on-street parking currently exists but should not replace accessible parking spaces or loading zones\*.

In non-marked parking spaces, do not leave "orphaned" space that is too small to use as a full parking space and do not impact time restricted parking spaces\*.

*\*If a case is made for relocating a time restricted space, an accessible space, or a loading zone, it cannot be approved by staff but can be considered by the Public Works Commission before the Encumbrance Permit application can be processed.*

## Transit

Parklets and Streets are not allowed in a bus stop, but may be located adjacent to a bus stop.

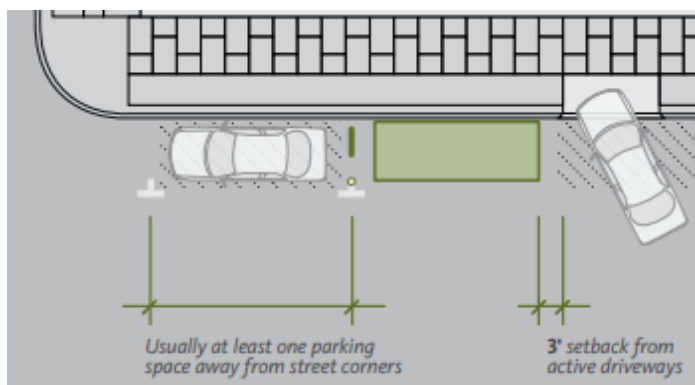
## Utilities

Parklets and Street Seats should not be constructed over utility access panels, manhole covers, storm drains, fire hydrant shut-off valves or immediately next to bike parking. Your Parklet or Street Seat may need to be temporarily removed if utility providers need to do overhead work or excavate the site.

- All utility covers and boxes that might conflict with your location need to be noted.
- If bike parking will be impacted, the Parklet and Street Seat design must incorporate bike parking (see photo for example).

## Corner Locations

Parklets and Street Seats should be located at least one parking space away from an intersection/street corner. The city may consider allowing some elements (less than 36" in height) between the Parklet / Street Seat and the street corner.



## Street Slope

Parklets and Street Seats are recommended on streets with a running slope (grade) of 5% or less. Parklets may be permitted on streets with a running slope over 5% if it is designed to provide safe access for wheelchair users.

## Number of Parklets & Street Seats

In an effort to balance the parking needs of the city with the desire to create more public spaces, there will be a limit to the number of parking spaces being occupied by Parklets and Street Seats.

- There will be no more than one (1) Parklet or Street Seat on any given street per block.
- No more than 10 metered parking spaces will be encumbered for Parklets and Street Seats.
- The number of non-metered encumbered spaces is up to the discretion of the selection committee.

## Conflict with City Projects

Parklets and Street Seats should not be installed when roadway construction work or other significant construction is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

## Costs

Parklets and Street Seats are funded completely by the site's host. Due to the nature of the permitting process, there are many fees associated with Parklets and Street Seats. In an effort to incentivize public access, the Meter Encumbrance Rate applies a pro-rated fee structure that becomes less expensive as more public hours are provided. See [Appendix E](#) for more information about the Meter Encumbrance Rates.

Here is a breakdown of costs associated with Parklets and Street Seats:

- Construction: variable cost ranging from ~\$5,000 to \$10,000
- Permits

Permit Type	Fee
Long-Term Encumbrance Permit for Metered spaces	\$25 + Meter Encumbrance Rate*
Long-Term Encumbrance Permit for Non-metered spaces	\$25 + \$1 per square foot being encumbered
Outside Consumption Permit	\$20
Wastewater Service Permit	Determined by the state

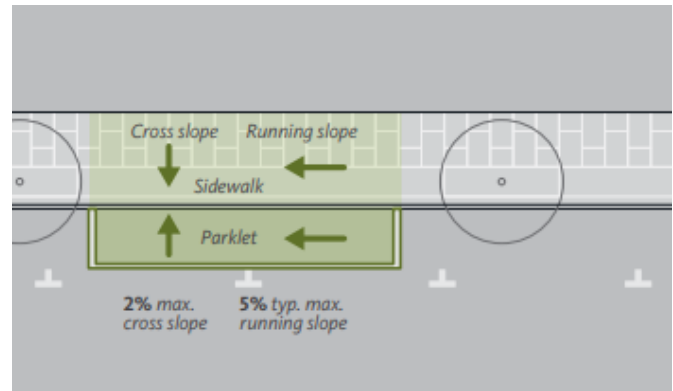
\*See [Appendix E](#) for Meter Encumbrance Rate structure

Funding a public Parklet can be challenging, but there are possible resources:

- Crowdfunding and crowdgranting: (e.g. <https://www.patronicity.com/>)
- Neighborhood Planning Assemblies funding
- City Council discretionary funds
- AARP Community Challenge Grant: <https://www.aarp.org/livable-communities/community-challenge/>

There are also opportunities for creating Parklets and Street Seats with more affordable materials and with less technical design:

- Jacob Mushlin — Yestermorrow Design/Build School: <https://yestermorrow.org/>
- Andrew Jope ([ajope@resourcevt.org](mailto:ajope@resourcevt.org); (802) 343-3450 - ReSOURCE YouthBuild Program
- Pre-built parklet companies (e.g. DERO, Streetlife, Bison)



# How to Apply

Parklet and Street Seat applications will be accepted on a rolling basis between February 1 and May 1. When submitting your application, keep in mind your Parklet or Street Seat can only be in the street between May 15th and October 15th and you should allow 4-6 weeks for application review and permitting (add 4-6 weeks if the Public Works Commission will be involved).

The Parklet/Street Seat application form can be found in [Appendix A](#) of this guide.

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## Vision

Help us understand what you're planning by describing why you want to host a Parklet or Street Seat, what you hope it will do for the neighborhood, what you foresee people doing in the Parklet or Street Seat, and what type of activities it will support. If you are a business, list the days and hours you plan to use or program the Street Seat for your business.

## Site Plan

To evaluate how your proposed Parklet or Street Seat will fit with the existing street, a site plan must be included with your application materials. Site plans need to clearly communicate the following information:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, bike racks, etc.) and their distance from the nearest edge of the proposed Parklet or Street Seat
- Width of the adjacent sidewalk and greenbelt (if present)
- Distance from the Parklet or Street Seat site to the nearest crosswalk or intersection
- Name of adjoining streets or alleys
- Dimensions of the proposed Parklet or Street Seat
- Proposed features (seating, plantings, lighting, materials, bike racks, etc.)

## Site Photos

Please include photos of the proposed Parklet or Street Seat location. The photos should show the entire length of the site and should be taken from both the side of the street where the Parklet or Street Seat will be placed and from across the street.

## Proof of Community Outreach/Support

Community support is vital to the success of a Parklet or Street Seat. To ensure success, we ask that you provide proof of community support with your application. Letters from local businesses, residents, community groups, or property owners show that the neighborhood is excited for and willing to support your Parklet or Street Seat. A petition with support is another way to show excitement from neighbors.

## Maintenance & Budget Plan

Once your Parklet or Street Seat is built, there is still work to do. They require maintenance, and we ask that you include a Maintenance & Budget Plan to ensure that you are prepared to take care of your constructed Parklet or Street Seat. This should describe your detailed plan for the daily and monthly cleaning as well as proposed maintenance plan and budget set aside for repairs, replacements, etc. If some or all of this work is being done by an outside partner, please indicate their name.

# Selection Process

To be considered, applicants must submit a complete Application packet. Applicants may submit supplemental information that demonstrates their potential for success in addition to the Application Form. Applications will be reviewed and scored for each of the following criteria:

## 1. Quality of Proposal

<i>Score</i>	<i>Requirements</i>
5	Application is complete, proposal meets technical design/safety requirements, objective and purpose is clear, and application demonstrates ability to deliver.
3	Application is complete, proposal meets technical design/safety requirements, and objective and purpose is clear.
0	Application is incomplete and/or proposal does not meet technical design/safety requirements <u>OR</u> application is complete and proposal meets technical design/safety requirements but objective and purpose of the proposal is unclear.

## 2. Support of Nearby Businesses

<i>Score</i>	<i>Requirements</i>
5	Proof of support of nearby businesses/residents is provided.
0	No proof of support is provided.

## 3. Appropriateness of Location

<i>Score</i>	<i>Requirements</i>
5	There is no Parklet/Street Seat on the proposed block and the proposed site location has a narrow sidewalk and/or lacks street activation. There are no conflicts with utilities, bike parking, or time-restricted / accessible / loading spaces for the proposed Parklet/Street Seat.
3	There is no Parklet/Street Seat on the proposed block. The proposed location would cause more than half of the Parklets/Street Seats to be within one block east and west of the Church Street Marketplace.

If a Parklet or Street Seat is proposed for a location where one has already been approved on the same block OR there are already 10 metered parking spaces encumbered for Parklets and Street Seats, the proposal will be evaluated using this process. If the application receives high scores for criteria 1, 2, and 4, the application will be held for one year and may be considered on a wait list for the next year.

## 4. Innovation and Creativity



## Selection Committee

A selection committee will review and score all applications. High-scoring applications will advance for an Encumbrance Permit, which will be approved by the City Council License Committee. The selection committee will be comprised of the following members: DPW, CEDO, BBA, Church Street Marketplace, and community representative(s) chosen by CEDO's Community Development Specialist for Community Engagement. The committee will always be comprised of an odd number of members, and at no time will there be more than nine members sitting on the committee. Site selection will be reviewed by Burlington Fire Department (BFD) to ensure the location of the proposed parklet does not interfere with their operations. Proposals that interfere with BFD's operations will not go forward with the selection process.

The selection committee will not recommend approval for any Parklet or Street Seat that is located on a site where construction work is scheduled for that season. Check our [construction portal](#) to see if your site is on the list for upcoming projects. Please note, the construction portal is just a useful tool, and it may not be indicative of all projects that will be constructed during a season.

## Public Engagement

All proposed Parklets and Street Seats will be subject to the City's [Public Engagement Plan \(PEP\)](#). Parklets and Street seats fall under the INVOLVE spectrum of the PEP. For each proposed Parklet/Street Seat, DPW will contact residents who live adjacent to the proposed site either by mailing, flyers, or door hangers at least 10 days prior to the License Committee meeting. DPW will also share materials with the requestor or interested parties who have shared their email at least 10 days prior to the License Committee. The License Committee meetings have a period for public comment where members of the public can express support or concerns for any proposed Parklet or Street Seat.



Photo courtesy of The Archives.



# Design Requirements

Great Streets BTV provides detailed guidance on the design requirements for Parklets and Street Seats:

## Placement

### Parking

Must be set back 48" from adjacent parking spaces and 24" from travel lane (18" minimum); or 36" from the adjacent parking space on both sides and 24" from travel lanes (18" minimum) if diagonal spaces.

When replacing diagonal parking spaces, Parklets and Street Seats should be the size of three combined parking spaces to maximize habitable space.

### Driveways

Set back a minimum 3' from the outside edge of adjacent driveways.

### Required Safety Elements

Before placing any of your Parklet or Street Seat elements in the right-of-way, you must install wheel stops and reflective delineator posts at the edges of your Parklet. The elements must be placed four feet in both directions of the Parklet edge, where the parking spaces are delineated.

## Platform

### Threshold

The Deck Surface must be flush with the sidewalk without a horizontal or vertical separation greater than  $\frac{1}{2}$ ". Changes in level up to  $\frac{1}{2}$ " high maximum shall be beveled with a slope not steeper than 1:4 (25%).

### Bolting

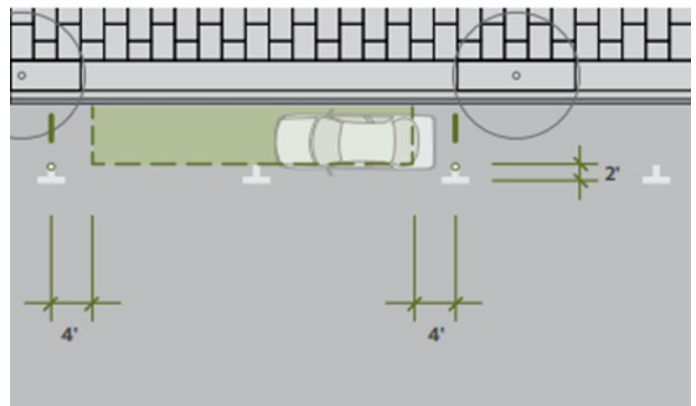
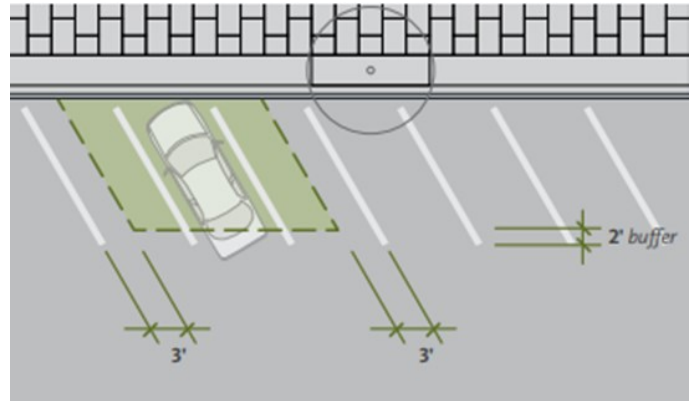
Bolting into the street or penetrating the surface of the road is strongly discouraged. A Parklet or Street Seat may be bolted in the existing curb, but only with a restoration plan.

### Surface

The top of the Parklet platform must be flush with the sidewalk with a maximum gap of  $\frac{1}{2}$ ". (If the street is sloped see accessible guidelines.)

### Surface Materials

Parklet and Street materials are highly recommended



to be slip-resistant. Loose particles, such as sand or loose stone, are not permitted on the Parklet.

### Substructure

At a minimum, design for 50 lbs./sq. ft.

### Sub-platform Access

If the platform is not a solid mass, the clear space underneath the platform surface must be accessible for maintenance through access panels, removable pavers, etc.

### Drainage

The Parklet or Street Seat cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover and clean openings at either end of the structure with screens to prevent debris buildup beneath the deck and the curb.

## Enclosure

### *Buffer/Edges*

There should be an edge serving as a buffer between the Parklet / Street Seat and the street. This can take the form of planters, railing, cabling, or some other appropriate enclosure that is at least 6" in depth. The height and scale of the buffer will vary depending on context. If cable railing is used, Building Code requirements must be followed, which indicates spacing between cables and cannot exceed the diameter of a tennis ball.

### *Visual Connection to the Street*

Designs should allow pedestrians on either side of the street to see into the Parklet or Street Seat. Continuous opaque walls above 42" that block views from surrounding streetscapes are highly discouraged.

### *Overhead Elements*

Overhead elements that span the sidewalk and connect the Parklet or Street Seat to the adjacent building façade are not permitted.

### *Extend the Sidewalk*

Parklets and Street Seats should be designed as an extension of the sidewalk, with multiple points of entry along the curbside.

### *Parklet and Street Seat Walls*

While not visible from the sidewalk, the outside of the enclosure is highly visible from across the street. Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, modulation or planting.

## Elements

### *Integrated Elements*

Parklets and Street Seats must include fixed seating to encourage public access and use.

### *Moveable Elements*

Great Streets' Materials and Furnishing Palette (page 292) identifies options for moveable tables and chairs that can be utilized in public Parklets. Other options can be utilized

### *Planting*

Integrated planting is strongly encouraged. Native plants, plants that provide habitat, and drought tolerant plants are encouraged.

### *Lighting*

Lighting elements are strongly encouraged, but electrical connections to buildings will require separate electrical approvals. Designs should consider solar-powered lighting over the option of running electricity from an adjacent building.

### *Bicycle Parking*

Integrated bicycle parking is strongly encouraged. The Great Streets' Materials and Furnishings Palette identifies options for temporary and high capacity bicycle parking (page 296) which are preferred for bike corrals, although custom racks may be installed as well. Bicycle parking can be incorporated into the Parklet proposal in the following ways:

- Custom bicycle racks integral to the structure
- On the Parklet or Street Seat platform
- On-street bicycle corral

### *Art*

Parklets and Street Seats are encouraged to include a diversity of art including conventional elements, interactive pieces, performance and others.

### *Locally Sourced Materials*

Sourcing locally produced materials for Parklets and Street Seats supports the local economy and reduces the embedded carbon footprint of the final structure by reducing transportation costs.

### *Recycled and Reclaimed Materials*

Choosing recycled and reclaimed materials for Parklets and Street Seats is highly recommended and has the additional benefit of reducing construction costs and keeping materials out of landfills.

### *Low Emission Materials*

Choosing paints, stains, glues, and other materials that emit zero or low levels of volatile organic compounds (VOCs) helps improve air quality as well as the health of the people who are constructing and using Parklets and Street Seats.

## Avoid Plastic

Plastic of any kind, including Plexiglas, is strongly discouraged.

## Materials That Are Easy to Maintain

Having a strategy for removing graffiti and replacing or repairing damaged features such as plants, railings, or other elements is highly encouraged. Whereas some materials may cost more initially, they may ultimately save money in maintenance costs. For example, aluminum costs roughly three times as much as steel but when tagged, it simply can be cleaned with acetone. Project sponsors are ultimately responsible for making sure that their Parklet or Street Seat is kept clean and in good repair.

## Sustainable Timber Products

Parklet designs may not use tropical hardwood or virgin redwood. This includes FSC certified wood products.

## No Pressure Treated Wood or Plywood

Pressure treated lumber or plywood are not allowed in places where they will be visible.

## Accessibility

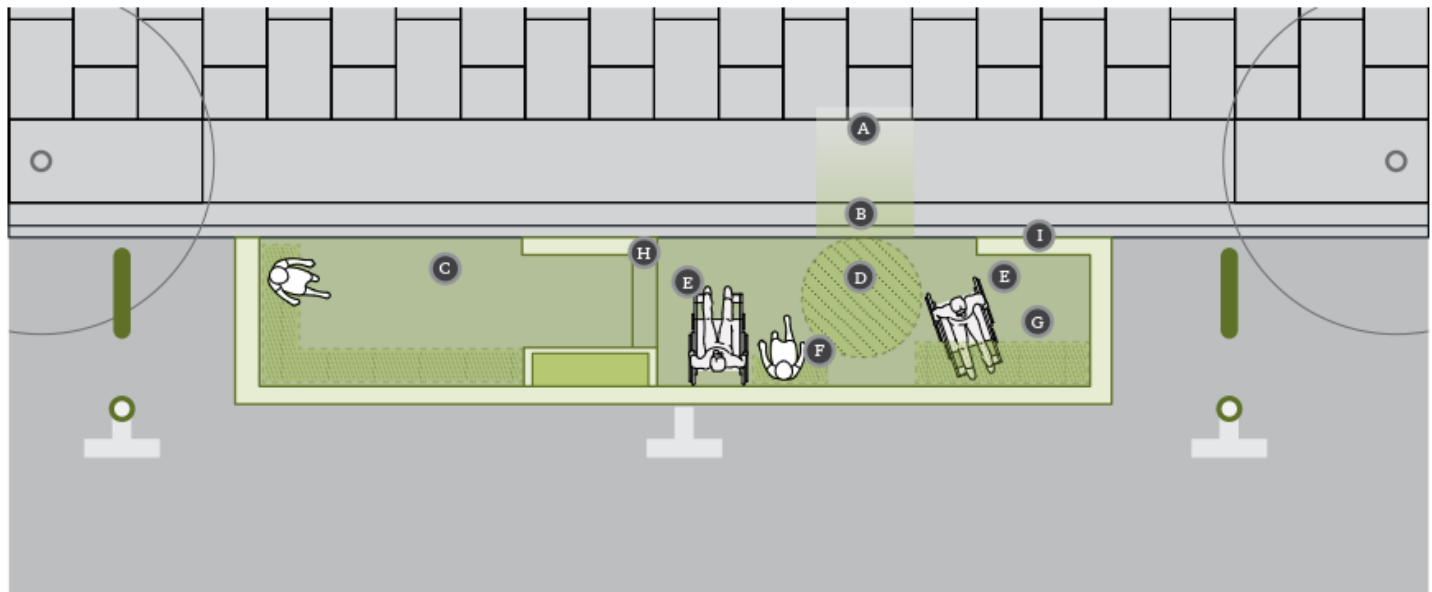
### Accessible Path of Travel

The Accessible Path must accommodate wheelchairs, be a minimum of 48" wide on the sidewalk and not pass over tree wells. Once on the Deck Surface, the Accessible Path must be a minimum of 36" wide. An accessible route must connect the sidewalk to the:

- Parklet or Street Seat Entry
- Desk Surface
- Wheelchair Turning Space
- Wheelchair Resting Space

### Accessible Entry

The Accessible Entry is where the Accessible Path crosses the threshold from the sidewalk to the Deck Surface. An ideal Parklet or Street Sat should be located in an unobstructed area where there is the least amount of running slope along the sidewalk and curb.



- |                             |                                |                                       |
|-----------------------------|--------------------------------|---------------------------------------|
| Ⓐ Accessible path of travel | Ⓓ Wheelchair turning space     | Ⓖ Equivalent facilities               |
| Ⓑ Accessible entry          | Ⓔ Wheelchair resting space     | Ⓗ Step between terraces               |
| Ⓒ Accessible deck surface   | Ⓕ Wheelchair companion seating | Ⓘ Buffered edge where curb drops away |



### ***Accessible Deck Surface***

The portion of the Parklet or Street Seat deck connected by the Accessible Path of Travel to the Wheelchair Turning Space and Wheelchair Resting Space must be level. The Accessible Deck Surface maximum cross slope (perpendicular to the sidewalk or curb) cannot exceed 1:48 (2%). For other Deck Surfaces, the running slope may not exceed 1:20 (5%). The Deck Surface shall all be one level unless the change in level is served by a ramp, additional Parklet Entries, or otherwise permitted on a case by case basis.

When stairs or ramps are permitted, they must meet all building code requirements for rise, run, width, handrails, and contrasting stair striping for the visually impaired.

### ***Wheelchair Turning Space***

A Wheelchair Turning Space is a circular area 60" minimum in diameter for use by a person with mobility aid to make a 360-degree turn. This space shall be 12" over the curb and sidewalk unless otherwise permitted on a case by case basis. Within this space there shall be no cross slope in any direction that is greater than 1:48 (2%). Alternatively a "T" shaped Turning Space is permitted.

### ***Wheelchair Resting Space***

Wheelchair Resting Space has a 30" X 48" clear floor area. The Wheelchair Resting Space is permitted to overlap the Wheelchair Turning Space by a 24" maximum in any orientation.

### ***Wheelchair User Companion Seating***

If fixed seating is part of a Parklet or Street Seat design, it should be configured to accommodate companion seating for a wheelchair user. The Wheelchair Resting Space should permit shoulder-to-shoulder alignment adjacent to one side of the fixed seat.

### ***Equivalent Facilities***

Where tables, counters, or drink rails are provided, at least one feature should be wheelchair accessible. The top surface height of wheelchair accessible tables, counters, and or drink rails should be 28"-34" above the Deck Surface. Wheelchair accessible tables, counters, and drink rails shall be approachable from the front and provide an unobstructed knee

clearance that is at least 27" high, 30" wide, and 19" deep. When moveable tables must be also accessible. Where drink rails are provided a 60" long portion of a drink shall have 36" wide and level space adjacent to it for a side-approach by a wheelchair user.

### ***Terraced or Multi-Level Parklets***

For Parklets or Street Seats proposed on streets with grades that exceed 5%, a terrace with two or more habitable decks is acceptable. At least one of these terraces must be wheelchair accessible and provide equivalent seating, tables, and countertop facilities to those found in other habitable terraces.

### ***Wheelchair Accessible Entry***

The accessible terrace will require a wheelchair accessible entry from the sidewalk. The wheelchair accessible entry may be achieved with a structure on the sidewalk within the sidewalk furnishing zone that provides transition between sidewalk and Parklet / Street Seat deck.

### ***Ramps, Step & Stairs***

Communication between terrace levels may be achieved with a ramp with a running slope not to exceed 1:20 (5%); steps or stairs. Any step or stair will require a warning strip at the nose of the step and handrails per building code.

## ***Construction***

### ***Off-Site Construction***

To reduce time spent constructing within the right-of-way, we suggest you build as much of your Parklet or Street Seat off-site as possible. Many contractors find there are materials, such as the frame, that can be assembled off-site and delivered to the site later. The less time spent constructing in the right-of-way, the safer your on-site installation will be.

### ***Signs***

Every constructed Parklet and Street Seat must have two signs installed in places that are easily visible to pedestrians on the sidewalk. These signs will be provided by the City and indicate public and/or private hours and contact information.

# What You'll Need for Permits

Refer to [Appendix B](#) to see what permits you'll need.

## Encumbrance Permit Attachments

- ☐ Certificate of Liability with the holder as the "CITY OF BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
- ☐ Endorsement to Insurance Policy listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
- ☐ Endorsement to Insurance Policy specifically listing the City as Additional Insured
- ☐ Sketch, photo, or blueprint of what you are proposing.
- ☐ Check for Total Amount Due.

All hosts are required to have insurance policy with \$1,000,000 general aggregate coverage in order to complete the Encumbrance Permit. For local residents/community groups interested in creating a Parklet, insurance may be a difficult requirement. We suggest reaching out to a local business (e.g., AARP, Local Motion, etc.) and seeing if they would agree to cover the insurance requirement by adding the resident/community group as additional insureds on the policy.

## Outside Consumption Permit

If alcohol service is desired in the Street Seat, submit your Outside Consumption Permit application at the same time you submit your Encumbrance Permit application.

## Wastewater Service Permit

If table service will be provided in the Street Seat, submit a Wastewater Service Permit application to the State of Vermont.

## No Parking Signs/Meter Bags

Because Parklets and Street Seats will replace existing on-street parking, you must obtain No Parking Signs by 6:00 PM the day before beginning on-street construction. If your Parklet or Street Seat is replacing metered parking spaces, you must obtain a meter obstruction permit ("meter bags") from the Department of Public Works.

## Construction Self-Certification Checklist

Upon completion of construction and installation of the Parklet or Street Seat, the contractor must complete and submit to DPW the Parklet / Street Seat Self-Certification Checklist (Appendix C), certifying that the work that was completed is in conformance with the Great Streets Design Requirements (pages 8-11 of this Guide), as well as the life-safety requirements listed in the checklist.

# Post-Installation / Renewal / Removal

## Maintenance

As the host of a Parklet or Street Seat it is your responsibility to keep it in good condition, kept clean, and well-maintained, including any drainage channels. All moveable furniture must be brought in every night if it is not locked or affixed to the structure. If your Parklet or Street Seat sustains damage, it is your responsibility to fix it.

## Programming

If you are hosting a Parklet, having a plan to activate it is crucial for its success. It may be helpful to connect with organizations such as a [Project for Public Spaces](#) for creative programming ideas and guidelines.

## Renewal

Parklets and Street Seats that successfully complete the permitting process will enter a three-year permit, with an annual renewal process. If a host plans to renew their Parklet or Street Seat, the host must inform DPW by February 1st in fairness to new applicants.

City Staff will send the Street Seat / Parklet renewal application to applicants who wish to renew their space (pg 16). **If any design, safety, or maintenance changes are required by the City to proceed to the following year, those changes will be described in the application. Applicants are required to address the feedback in the renewal application in order to proceed.**

Parklets / Street Seats will be automatically considered for renewal by the Selection Committee and License Committee if the two following conditions are met: 1) there is no conflicting construction project in the upcoming season and 2) there were no major concerns with the operation of the Street Seat /

Parklet during the previous season, or the applicant has demonstrated how they will address any such concerns.

Applicants will still need to obtain necessary permits each year, as these do not auto-renew (encumbrance, outside consumption).

## Changes to Design During Renewal

If you would like to change the design of your Parklet or Street Seat when renewing, you must submit updated plans with your renewal application.

## Changes to Ownership

If your Parklet or Street Seat is changing ownership when renewing, contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370 to discuss this process.

## Parklet or Street Seat Removal

All Parklets and Street Seats must be removed from the right-of-way (ROW) by October 15th. During the off-season, it is the responsibility of the host to obtain storage for the structure.

There may be emergencies that require your Parklet or Street Seat be removed from the ROW earlier. Structures must be created so that they can easily be removed in these instances. We ask that you include an emergency contact number in your application that would be responsible for removing the Parklet or Street Seat if contacted by the city. In certain emergencies, the City may have to remove your structure at the sponsor's cost.





## Appendix A– Application Form

### PHASE 1: INITIAL APPLICATION



City of Burlington, Department of Public Works  
645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849  
802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

### Parklet Application

#### Applicant Contact Information: *(List main project contact person)*

Full Name:

Organization Name:

Title:

Email Address:

Phone #:

#### Proposed Parklet Location:

Address of hosting business or organization:

Addresses and names of all businesses adjacent to your proposed parklet:

Number of parking spaces needed for your parklet  
(one parallel parking space is 20 ft long):

#### Project Vision:

Please provide one or two paragraphs that describe your parklet to help us understand what you're planning for the space. Consider the following questions:

- Why do you want to host a parklet?
- What do you hope it will do for your neighborhood?
- What do you see people doing in the parklet? What types of activities will it support?
- If you are a business, the parklet can be designated for use by patrons of your business during some or all of your regular operating hours. List the days and hours you plan to use/program the parklet for your business.

### Attached Document Checklist:

Before submitting your Parklet Application, be sure to familiarize yourself with the relevant materials and information, including:

- Fees and deadlines
- Construction guidelines
- Application process
- Permit requirements

Ensure these documents are included with this Application Form when submitting your application package. Please read through the Parklet Guidelines & Setbacks section of the Great Streets BTV Plan (p. 127-136) for details regarding the additional documents. Please check off the list when completed.

☐

#### **Proof of Community Outreach & Support**

Applicants are strongly encouraged to submit at least 3 letters of support for the parklet, 2 of which should be from adjacent businesses.

☐

#### **Existing Conditions Photos**

Please provide any photos that may help to describe the proposed parklet location and its existing conditions.

☐

#### **Simple Site Plan**

Please submit a site plan that shows the following:

- Location of existing street fixtures (utility poles, parking meters, trees, sign posts, etc.) and their distance from the nearest edge of the proposed parklet
- Width of the adjacent sidewalk
- Distance to nearest crosswalk or intersection
- Parklet dimensions
- Proposed parklet features (seating, plantings, lighting, materials, etc.)

☐

#### **Maintenance & Budget Plan**

Provide a detailed plan for the daily, monthly cleaning of the parklet as well as a proposed maintenance plan and budget set aside for repairs, replacements, etc. Please indicate if community partnerships will be used to assist in this.



City of Burlington, Department of Public Works  
 645 Pine Street, Suite A | Post Office Box 849 | Burlington, VT 05402-0849  
 802.863.9094 VOX | 802.863.0466 FAX | 802.863.0450 TTY

## ***Parklet Renewal Application***

### **Renewal**

Parklets and Street Seats that successfully complete the permitting process will enter a three-year permit, with an annual renewal process. If a host plans to renew their Parklet or Street Seat, the host must inform DPW by February 1st in fairness to new applicants.

Parklets and Street Seats will be automatically considered for renewal by the Selection Committee and License Committee if the two following conditions are met: 1) there is no conflicting construction project in the upcoming season and/or 2) there were no major concerns with the operation of the Street Seat or Parklet. Applicants will still need to obtain any necessary permits (encumbrance, outside consumption).

### **Changes to Design During Renewal**

If you would like to change the design of your Parklet or Street Seat when renewing, you must submit updated plans with your renewal application.

### **Applicant Contact Information: (List main project contact person)**

Full Name:

Organization Name:

Title:

Email Address:

Phone #:

### **Are Any Changes to the Street Seat / Parklet Required for Next Year?**

If any design / safety / or maintenance changes are needed in order to proceed to next year, DPW will describe them here:

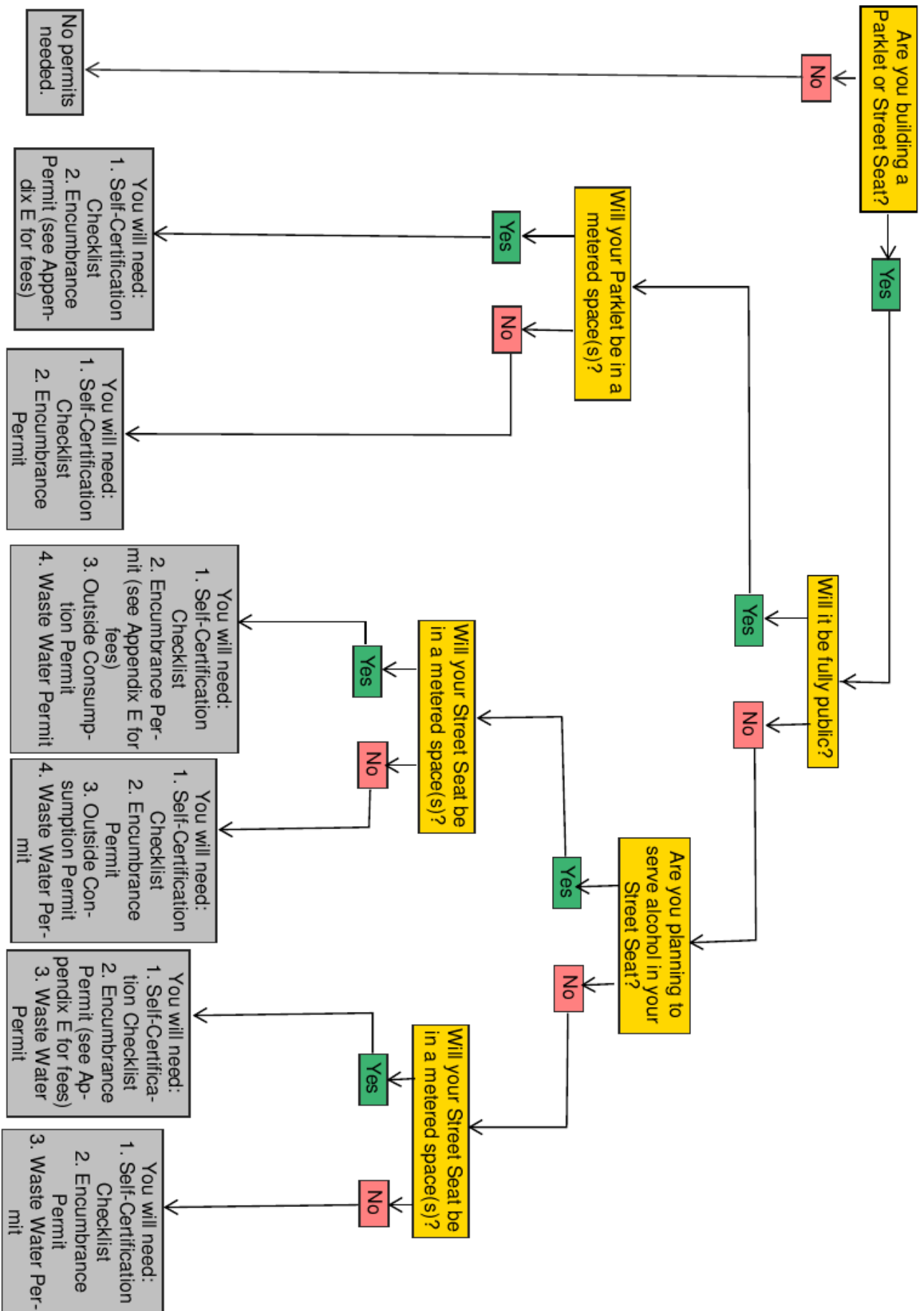
### **Proposed Changes?**

Please explain how you will address the feedback listed above. Attach any documentation to further illustrate any design changes or changes to maintenance or programming.

If you wish to make any changes to your Street Seat / Parklet on your own, please list the changes here:



## Appendix B– Permit Flowchart



## Appendix C– Self-Certification Construction Checklist



**City of Burlington**  
Department of Public Works

Technical Services Engineering Division

645 Pine Street, Suite A

Burlington, VT 05402

P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450

[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

# STREET SEATS / PARKLETS PROGRAM: SELF-CERTIFICATION CONSTRUCTION CHECKLIST

This document shall serve as certification by the undersigned contractor that the Street Seat / Parklet permitted by DPW is in compliance with (by meeting or exceeding) the Great Streets Design Requirements (pages 8-11 of the Street Seats / Parklet Program Guide), as well as the life-safety requirements listed in the checklist below.

Upon completing the construction and installation of the Street Seat / Parklet, complete the checklist and information below and return to: Elizabeth Gohringer, DPW, 645 Pine St, [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov), 802-391-6808.

## **CONTRACTOR'S CHECKLIST**

I, \_\_\_\_\_, contractor of the Street Seat / Parklet listed below, certify that the Street Seat / Parklet has been installed in conformance with the following requirements:

- ☐ Meets ADA accessibility standards, as described by the U.S. Dept. of Justice,
- ☐ There are no steps with a rise greater than 7",
- ☐ No fire hydrants or nearby building Fire Department Connections are obstructed. These pathways must remain unobstructed and readily accessible in the event of an emergency,
- ☐ Complies with the Great Streets Parklet Design Requirements (pages 8-11 of the Street Seats / Parklet Program Guide).

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **STREET SEAT / PARKLET INFORMATION**

Street Seat / Parklet Location (Street # and Street Name):

\_\_\_\_\_

Point of Contact (Name / Organization / Business):

\_\_\_\_\_

## Appendix D– Encumbrance Permit



CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS  
645 Pine Street  
Burlington, VT 05401  
VOICE (802)865-7562  
FAX (802)863-0466  
TTY (802)863-0450  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

## LONG TERM ENCUMBRANCE APPLICATION

COMPANY \_\_\_\_\_  
DBA NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ EMAIL: \_\_\_\_\_  
LOCATION OF ENCUMBRANCE: \_\_\_\_\_

Permission is requested to allow/continue the encumbrance in the following area and manner (please describe fully, including size and physical barriers around the area i.e. trees, grates, parking meters, etc.)

Description (FULL DETAILS REQUIRED) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FEE: \$25 TOTAL SQUARE FOOTAGE OF AREA ENCUMBERED: (\$1 PER SF) \_\_\_\_\_

PLEASE ATTACH: TOTAL DUE: \_\_\_\_\_

1. Certificate of Liability Insurance with holder as the "CITY OF BURLINGTON, BURLINGTON PUBLIC WORKS, ENCUMBRANCE APPLICATION DEPT., 645 PINE ST, BURLINGTON, VT 05401".
2. Endorsement to Insurance Policy (separate from the Certificate of Insurance) listing the Cancellation Policy as 15 notice for non-payment or 45 days for any other reason.
3. Endorsement to Insurance Policy (separate from the Certificate of Insurance) specifically listing the City as Additional Insured.
4. Sketch, photo, or blueprint of what you are proposing.
5. Check for Total Amount Due. (\$25 Application fee + \$1 per square foot)

**\* If this application is for a Parklet/Street Seat, attach letter from DPW.**

**ENCUMBRANCE NOT VALID UNTILL PERMIT IS ISSUED. PERMIT WILL BE ISSUED AFTER CITY COUNCIL APPROVAL.**

\_\_\_\_\_  
Signature Date

For Office Use Only			
Amount received	Date	Payment info	Sent to Attorneys
_____	_____	_____	_____



## Appendix E– Meter Costs

<i>Meter Type</i>	<i>Photo</i>	<i>Rate</i>
Smart Meter	 Two Smart Meters with grey tops and green stickers. The stickers read: "To Pay for Parking: DOWNLOAD PARKING APP PARKING ZONE # 5803".	\$1.50/Hr.
Yellow-Top/Blue-Top	 Two Yellow-Top/Blue-Top meters. The left meter has a yellow top and the right meter has a blue top. Both have digital displays showing "0000".	\$1/Hr.
Brown-Top	 Two Brown-Top meters. The meters have brown tops and green stickers. The stickers read: "To Pay for Parking: DOWNLOAD PARKING APP PARKING ZONE # 5802".	\$0.40/Hr.
Kiosk	 A Kiosk with a blue and white design. It features a screen and a "Welcome To Burlington!" sign. The kiosk is labeled "BURLINGTON" and "PARKING".	\$1.50/Hr.

## Meter Encumbrance Rate

In an effort to promote public access in Parklets and Street Seats, structures encumbering metered parking spaces will be assessed a fee based on a pro-rated structure rather than paying the traditional max-daily rate for metered spaces. The fee will be calculated by DPW staff such that fees are lower as more public access is provided. Parking fees will be charged during the hours of parking enforcement in which the Street Seat is not fully open to the public.

Parking enforcement occurs between 9 am—9 pm in the downtown core (encompassing Cherry Street to Main Street and Pine Street to Winooski Avenue) and 9 am—6 pm outside of the downtown core.

If you have a question about what your fee will look like, please contact Elizabeth Gohringer at [egohringer@burlingtonvt.gov](mailto:egohringer@burlingtonvt.gov)/802-540-0370.

	Business Hours	# of Parking Spaces	Smart Meter (\$1.50/Hr.)	\$1/Hr.	No Meter
Business A	4 PM—2 AM	1	\$1,000	\$285	\$113
Business B	11 AM—11 PM	2	\$3,925	\$2,625	\$201
Public Parklet	None	1	\$113	\$113	\$113

Fully public parklets encumbering metered parking spaces will be charged the standard encumbrance fee (\$1 per square foot and \$25 application fee).

The chart below shows examples of what this fee might look like depending on the hours of public access and the location of the Parklet/Street Seat.

## Appendix F– Outside Consumption Permit



### OUTSIDE CONSUMPTION PERMIT

**Application Fee \$20.00**

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a) \_\_\_\_\_

d/b/a \_\_\_\_\_

Address \_\_\_\_\_ Town/City \_\_\_\_\_

License Number \_\_\_\_\_ Email or Fax # \_\_\_\_\_

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.**

Outside Consumption time period (hours) from \_\_\_\_\_ to \_\_\_\_\_

Permanent Use ☐ (Permanent use will be considered year round use)

Occasional Use ☐ Day(s) Requested \_\_\_\_\_

Hours Requested \_\_\_\_\_

Signature of Licensee \_\_\_\_\_

**OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK**

Please check one: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Town/City Clerk Signature \_\_\_\_\_


Date  
Rev. 10/06/2017

## Appendix G— Wastewater Service Permit *\*must be filled out online*

Version 1.5 - Revised: 8/9/2017

### Drinking Water & Groundwater Protection Division - Permit Application

## Wastewater System & Potable Water Supply



**VERMONT**  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

**For Office Use Only:**

Application#	PIN#	Date Complete Application Received

**General Information:**  
**IMPORTANT:** This application form **IS NOT** intended to be printed and filled out by hand. Because of the dynamic nature of the form, it is required that the information be typed directly into the fields using a computer.  
 In most cases a licensed designer will be required for your project and to help complete this application form. There are also line-by-line instructions available to assist with completing this form: .  
**NOTE:** We strongly suggest referring to the application instructions while completing this application form.

**A. Prior Permits**

1 Please enter any prior or related WW permit or Act 250 permit number(s) (if applicable)

**B. Project Name**

1 Please enter a name that can be used as a reference for the project

**C. Landowner Information**

Remove This Landowner

**Landowner Name**

1 Legal Entity/Organization Name (if the Landowner is a legal entity or organization rather than a person)

2 Landowner First Name (and Middle Initial if appropriate)	3 Landowner Last Name

**Landowner Contact Information**

4 Mailing Address Line 1	5 Mailing Address Line 2		
6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	
10 Email Address	11 Telephone		

**Landowner Certifying Official Information (if applicable)**

12 First Name (and MI if appropriate)	13 Last Name	
14 Title	15 Email Address	16 Telephone

Add Another Landowner

**D. Primary Contact Information (if other than Landowner)**

1 First Name (and Middle Initial if appropriate)	2 Last Name		
3 Company/Organization Name			
4 Mailing Address Line 1	5 Mailing Address Line 2		
6 City	7 State/Province	8 Country	9 Zip/Postal Code
		United States	
10 Email Address	11 Telephone		



**E. Lot(s) Affected by this Project**

1 Please list any and all proposed lots or existing parcels that are directly affected by this project. If this application is an amendment to a previous project, please use consistent lot numbers.

(a) Existing or Proposed Lot	(b) Lot Number	(c) SPAN	(d) Parcel ID	(e) Acres	<b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
(f) Book Number (ref. 1)	(g) Page Number(s) (ref. 1)	(h) Book Number (ref. 2)	(i) Page Number(s) (ref. 2)	(j) Book Number (ref. 3)	(k) Page Number(s) (ref. 3)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(l) Comments					
<input type="text"/>					

Add Another Lot

**F. Project Information****1 Project Description**


2 Total Acreage of Property <input type="text"/>	3 Town (primary) <input type="text"/>	4 Town (secondary - if located in more than one town) <input type="text"/>
---	--	---

**5 Street Address (911 address if available, otherwise a brief description of the location)**


6 Center of property GPS coordinates - Enter the approximate center of the project coordinates using GPS set for NAD83 or as derived from a map (map must be based on NAD83).

(a) Latitude (in decimal degrees to five decimal places, ex. 44.38181°) <input type="text"/>	(b) Longitude (in decimal degrees to five decimal places, ex. -72.31392°) <input type="text"/>
---	---

7 If someone from the Drinking Water & Groundwater Protection Division's Regional Office has been to the property for a site visit, please indicate who visited the property and the date of the visit.

(a) Name of Staff Person <input type="text"/>	(b) Date of Visit (m/d/yyyy) <input type="text"/>
--	--

**G. Application Fee**

Please refer to the prior to selecting the Application Fee Code for your project below.

1 Select Application Fee Code <input type="text"/>	2 Fee Amount Due <input type="text"/>
---	--

**H. Wastewater System and Water Supply Component Details****Component Information:**

**PLEASE READ:** The purpose of this section is to provide supplementary information for system components when there are proposed changes to existing conditions or previous permits. In the case that the application includes site plans, the component names on this worksheet must match those on the site plans. If there is a prior permit, the component names must be labeled consistent with plans from the prior permit(s). It is **\*required\*** that, at a minimum, the following component types must be included for each application: final disposal; pre-treatment (if applicable); building unit(s); water treatment (if applicable); and water source. To add components after the third entry, click the green button labeled "Add Another Component". You may also insert components between components you've already added by clicking the "Insert Component Between" button. For large projects with many components, you may consider using the "Show/Hide Component Set Separator" button to separate sets (or groups) of connected components by naming each set. For additional instructions, please review the appendix to the application instructions: .

**Component 1 Information**

Show/Hide Component Set Separator

Remove This Component

Component Group Type (WW) Final Disposal	Component Type
--	----------------

**--Component 1 Details--**

Component Name	Example - Lot 1 Mound...
----------------	--------------------------

Insert Component Between

**Component 2 Information**

Show/Hide Component Set Separator

Remove This Component

Version 1.5 - Revised: 8/9/2021

Component Group Type	Building	Component Type	
--Component 2 Details--			
Component Name	Example - 3 Bedroom Home...		
Insert Component Between			
<b>Component 3 Information</b>		Show/Hide Component Set Separator	Remove This Component
Component Group Type	(WS) Source	Component Type	
--Component 3 Details--			
Component Name	Example - Lot 1 Well...		
Insert Component Between			
Add Another Component			
<b>I. Project Plan Reference</b>			
1 Please provide the following information for all water supply and wastewater system plans being submitted.			
(a) Sheet#	(b) Title	(c) Plan Date	(d) Last Revision Date
X			
Add Another Plan Reference			
<b>J. Project Scoping Questions</b>			
1 Does this project involve the replacement of a failed wastewater system?			<input type="radio"/> Yes <input type="radio"/> No
2 Does this project involve the replacement of a failed water supply?			<input type="radio"/> Yes <input type="radio"/> No
3 Does this project involve construction within the buffer for a Class 2 Wetland?			<input type="radio"/> Yes <input type="radio"/> No
4 Does this project involve construction within a river corridor?			<input type="radio"/> Yes <input type="radio"/> No
5 Is the property within 250 feet of the mean water level of lakes greater than 10 acres in size?			<input type="radio"/> Yes <input type="radio"/> No
6 Will the project require a public water supply permit?			<input type="radio"/> Yes <input type="radio"/> No
7 Is any portion of the proposed wastewater system located in a Water Source Protection Area (SPA) as designated by the Drinking Water & Groundwater Protection Division?			<input type="radio"/> Yes <input type="radio"/> No
8 Does this project require an Underground Injection Control Permit?			<input type="radio"/> Yes <input type="radio"/> No
9 Is this project located in a Class A Watershed?			<input type="radio"/> Yes <input type="radio"/> No
10 If this project is in a Class A Watershed, does the design flow for the project exceed 1,000 gpd or is the project located on the same lot as other buildings, structures, or campgrounds where the total design flow for the lot is greater than 1,000 gpd?			<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
11 Are any of the proposed water sources located within 1 mile of a hazardous waste site as designated by the Waste Management & Prevention Division and identified on the Agency mapping website (if Yes, please submit additional information on the site)?			<input type="radio"/> Yes <input type="radio"/> No
12 Does any building(s) on the property or the proposed project include any floor drains?			<input type="radio"/> Yes <input type="radio"/> No
13 If there are existing floor drains, where do they discharge?			
14 Does this project involve only a single family residence with no in-home business?			<input type="radio"/> Yes <input type="radio"/> No
<b>K. Consultant/Designer Certification</b>			
<b>Consultant/Designer Certification &amp; Copyright License</b>			
<p>"I hereby certify that in the exercise of my reasonable professional judgment, the design-related information submitted with this application is true and correct, and that the design included in this application for a permit complies with the Vermont Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rules.</p> <p>As the individual who prepared this application, including all documents that are marked as copyrighted, I hereby grant a non-exclusive, limited license to the State to allow the documents to be made available for public review and copying in order to properly implement and operate the permitting programs for Wastewater Systems and Potable Water Supplies, and for no other purposes. As a condition to this license, the State agrees that it will not make any changes to such documents, nor will the State delete any copyright notices on such documents."</p>			
Consultant/Designer Role	Print Consultant/Designer Name	Consultant/Designer Signature	Signature Date
X			
Add Second Consultant/Designer			

**L. Signatures & Acknowledgements of Landowner(s)**

*This application must be signed by each Landowner listed on the property deed or by individuals with legal authority to sign on behalf of each Landowner. In order to insure compliance with the requirements of the regulations administered by the Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, it may be necessary to visit the property. As this would involve a Department employee entering private property, we request your approval to do so.*

If we do visit your property, do you have any special instructions?

*"By signing this application, I certify that I am a landowner listed on the property deed or that I have the legal authority to sign on behalf of the landowner. I understand that by signing this application I am granting permission for the Department employees to enter the property, during normal business hours, to insure compliance of the property with the applicable rules of the Department.*

*I also understand that I am not allowed to commence any site work or construction on this project without written approval from the Department of Environmental Conservation.*

*If my project utilizes an Innovative/Alternative System or Product, I have received a copy of the Drinking Water & Groundwater Protection Division's approval letter and agree to abide by the conditions of the approval.*

*I also certify that to the best of my knowledge and belief the information submitted above is true, accurate and complete."*

Print Landowner Name

Landowner Signature

Signature Date



Add Landowner Signature Block